

GET SET UP FOR SAFETY

# A user-friendly device

Set up your device so it's easier and safer for you to use.



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If you're new to smartphones and tablets or have a new device, you can adjust a variety of settings to suit you.

Customising it will make it easier and more enjoyable to use. If you're comfortable and confident using your device, you can make the most of being online safely.

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# Accessibility

All smartphones and tablets have handy settings to assist you with:



**Vision** – to suit your eyesight, you can enable screen readers, magnifiers, increase the text size, screen brightness, icon size and more.



**Hearing** – to suit your hearing needs, you can increase the volume, link your hearing aids, Bluetooth speakers and more.



**Dexterity** – if using your hands is not easy, you can enable voice commands, function shortcuts, change touch responsive controls and more.

Each make and model has slightly different accessibility settings, so explore and experiment with what your device offers. Or ask for advice when purchasing to find out which model has the best features for you.

### Here's how to do it



#### For Android devices:

Go to the settings 'cog'  by swiping down from the top of your home screen where the time, battery level and network connection icons are.



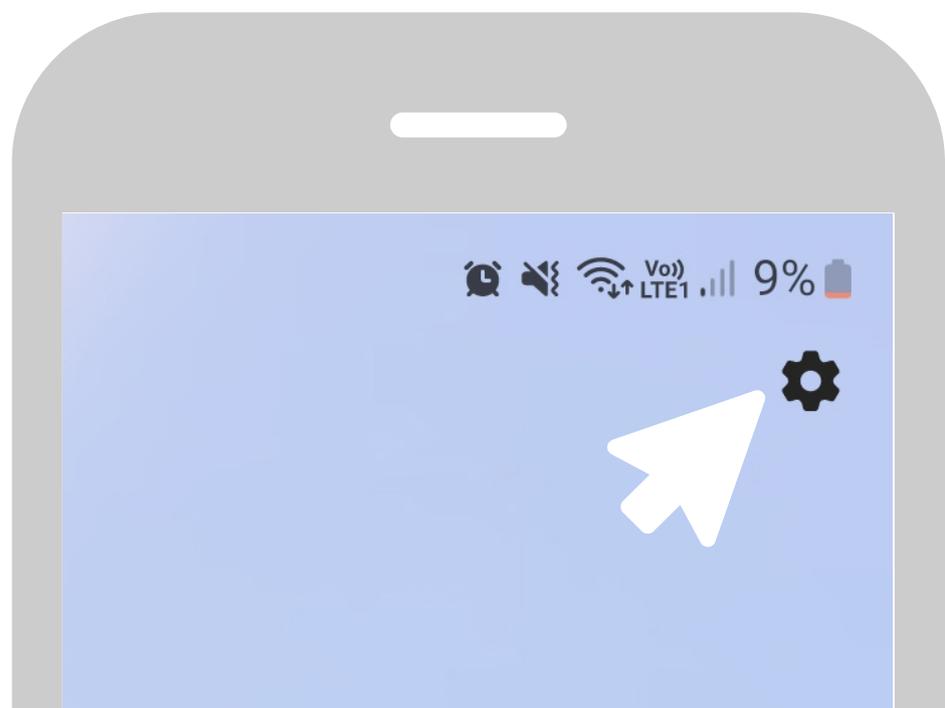
Open the accessibility menu, it usually has an icon like this.



Adjust the settings relevant to your eyesight, hearing and manual dexterity.

For more Android device options, visit:

<https://support.google.com/accessibility/android>



### Here's how to do it

#### For Apple devices:



Look for the settings menu which is signposted by this cog symbol, usually found on the home screen.



Scroll down the settings menu to find the accessibility options, which will sit beside an icon similar to this



Adjust the settings relevant to your eyesight, hearing and manual dexterity.

For more Apple device options, visit:

<https://www.apple.com/accessibility>

**Tip:** Set up a shortcut to the accessibility settings you use the most from your home screen. Consider enabling easy mode, which displays your most used device functions in large format icons.

# Installing apps

**On smartphones and tablets, the easiest way to access online services or platforms is via an ‘app’ (short for application). These on-screen buttons take you directly to login pages or personal profiles, offering convenience for various online activities like banking and investment services, utilities, news sites, email, social media and games.**

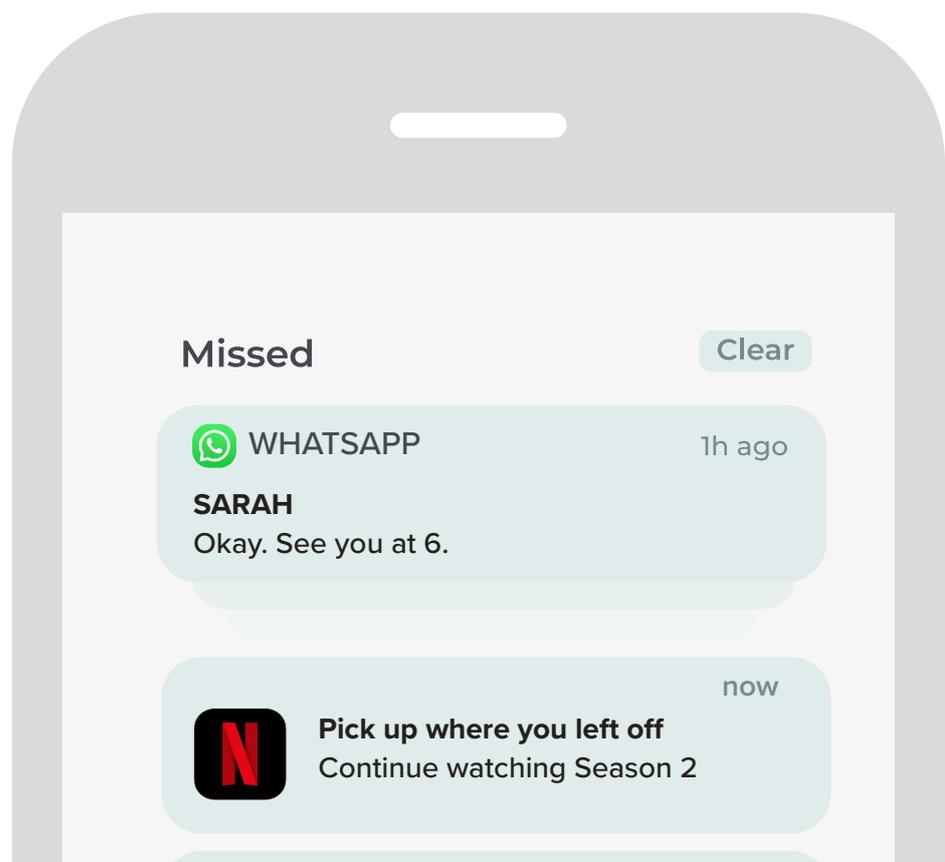
## **Netsafe tips for installing apps:**

- Make sure you are using a secure or private Wi-Fi network (in your home or workplace) when downloading or installing anything onto your device. Free Wi-Fi in public places is often not secure.
- Pay attention to in-app purchases and subscription fees in apps to avoid unexpected charges.
- Check the reviews and terms and conditions carefully, especially if you are using it to make payments or purchase goods or services online.
- Check app permissions before installing. Deny unnecessary app access, like to your camera or location. For existing apps, review and modify permissions in the ‘settings’ menu under the apps section.
- Regularly install updates for all apps or turn on auto-updates. Enable updates directly in the menu options of the Play Store or App Store.

# Notifications

**Apps can send you messages which show up as a notification on your device. Notifications can be handy for letting you know if you've received a new email, social media interaction or other new information from apps you have installed on your device.**

It pays to check before clicking on any notifications, as some apps can send spam pop-up adverts or malicious links. If you don't wish to receive notifications from an app, go to app notifications in your settings menu to turn these off. To completely delete an app, press and hold down on the app icon and follow the instructions to uninstall or remove.



# Cloud storage

**Most devices have a limited amount of space for storing your data, including apps, images and videos. A common way to store your content, is by using cloud-based software and services like Google Drive, iCloud and Dropbox. These are internet file storage systems that saves or ‘backs-up’ your information and content directly from your device and stores it ‘in the cloud’.**

To use cloud-based storage systems, you need to create an account by setting up a username/email and a password.

Cloud-based storage is great for saving space on your device, especially if you take a lot of photos. You can set up an automatic back-up, so that if you lose your phone, you can still find your files again via your cloud-based account.



### **Netsafe tips for cloud storage**

**Saving to your device:** If you are not comfortable using these systems, you can delete cloud-based files and turn off auto-back up. Content will be saved to your device. If you have low memory capacity, you can use micro-sd cards (available from electronic retailers) to increase storage or transfer images to your home computer using a USB cable.

**Auto-Backup:** Many cloud storage services allow you to create a backup of your cloud account data. If you wish to stop automatic backups to the cloud, you can turn off this feature to give you more control over what gets stored online.

**Privacy:** Review and adjust privacy settings to control who can access your cloud-stored content. You can choose to set your files to be private, shared only with specific people, or made public.

**Review cloud content:** Periodically review the content stored in your cloud account. Delete any files or data that you no longer need or want to keep in the cloud to free up space and enhance privacy.

**Be cautious with sharing:** When sharing files with others through the cloud, be sure you are sharing with the intended recipients. Double-check email addresses or usernames to prevent sharing with the wrong people.

## Additional resources

Now you have some tips to set your device up to be more user friendly. Learn more on other Get Set Up for Safety topics by visiting [netsafe.org.nz/olderpeople](https://netsafe.org.nz/olderpeople), including:

- **Staying connected**  
Learn the basics of social media platforms and how to adjust privacy and security settings to socialise online safely.
- **Safer shopping, banking and investing online**  
Learn how to avoid scams and what to do when things go wrong.
- **Secure your devices:**  
Set up your devices (phones, tablets, PC's, etc.) for safety, to give you peace of mind when online.
- **Spot a scam**  
A scam is a made-up story to trick people out of money or steal their information. Learn how to check for red flags.
- **Glossary**  
Stay up-to-date with digital terms using Netsafe's glossary, designed to be used with the other resources to explain the terminology.

If you're unsure about a situation or need further advice, you can find more information on the Netsafe website [netsafe.org.nz](https://netsafe.org.nz).

**We're here for you. If you require assistance or experience online harm, contact Netsafe.**



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